

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

INTERMITTENT POSITION **UNCLAIMED PROPERTY DIVISION**

RESPONSIBILITY: To assist the division of Unclaimed Property in returning property, that has been presumed abandoned and taken into the protective custody of the Attorney General, to it's rightful owner.

DUTIES:

- Answer incoming phone calls from citizens calling in response to legal advertisements of unclaimed property.
- Answer calls of inquiry about unclaimed property listed in UPS2000 database.
- Initiate claims for property in database.
- Set-up files for claims received for consideration.
- Assist Claims Representatives in verifying supporting documentation received and reviewing simple claims.
- Other tasks as assigned.

QUALIFICATIONS:

- High School Diploma.
- Some college education a plus.
- Ability to communicate effectively, both orally and in writing.
- Good customer service skills.
- Basic computer skills and knowledge are required.